

Accreditation Handbook

Professional Services Division

August 5-6, 2008

Overview of this Report

This report provides an update on the work to revise the *Accreditation Handbook* for discussion and input.

Staff Recommendation

This is an information item only.

Background

Work on the Accreditation Handbook has continued steadily. The revision process is organized like a spiral, inviting feedback from a wider range of stakeholders following each revision of each chapter. Specifically, the process works like this:

- Staff reviews and revises each chapter. When ready, chapters are posted on the CTC website and the URL for that page is sent to key stakeholders—COA, Advisory Work Group and those who have participated in activities associated with the substance of the specific chapters such as Biennial Reports, Site Visits, service as team leads, etc. Chapters are available for specific periods of time.
- When the stakeholder review time ends, staff analyzes the stakeholder comments and revises the chapter accordingly.
- The chapter is posted again. This time, the URL is posted publically and an invitation to the broader stakeholder group will be sent via the PSD News.
- When the stakeholder review time ends, staff analyzes the stakeholder comments and revises the chapter accordingly.

Currently, chapters 4-10 are posted at the URL link for key stakeholder input. The Introduction and Chapters 1-3 have had input from key stakeholders and will be ready for broader stakeholder input on August 6. The process will continue until all chapters have been reviewed.

As revisions have been made, staff has found it necessary to add chapters to the original eight. The additional chapters provide an opportunity to focus on the new activities that are part of the revised accreditation system and from different perspectives. For example, a new chapter discusses the biennial report and the previous chapter on preparation for a site visit has been split into two chapters—one focusing on an institution's preparation and another on preparation by site visit team members.